

C.I.G. Administrative Instruction: [REDACTED]

Approved For Release 2001/08/02 : CIA-RDP81-00718R000100160008-5

RESTRICTED

1 of 1

STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

ADMINISTRATIVE INSTRUCTION  
NO. [REDACTED]

28 January 1949

SUBJECT: Group Hospitalization.

STATINTL

1. Administrative Instruction No. [REDACTED] subject: "Group Hospitalization", dated 17 December 1946 is rescinded.

2. Current policies governing this subject will continue to be administered under the supervision of the Personnel Officer.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

STATINTL

[REDACTED]

Acting Executive

DISTRIBUTION: ALL CIA EMPLOYEES

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

Acting Executive

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17 December 1946

CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER [REDACTED]

GROUP HOSPITALIZATION

Reference: CIG Administrative Order [REDACTED]

*revised*  
[REDACTED]  
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1. In accordance with an agreement with Group Hospitalization, Inc., the CIG Group Hospitalization Unit, Employee Relations Section, Personnel Division, Personnel and Administrative Branch, is activated effective this date.
2. Mrs. [REDACTED] Room 114, North Building, Extension 680, is appointed Group Treasurer.
3. Inquiries, applications for membership, and payments on contracts in connection with group hospitalization will be made to [REDACTED]

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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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[REDACTED]  
Colonel, AGD  
Executive for Personnel and Administration

RESTRICTED

October 1946

CENTRAL INTELLIGENCE GROUP

C. I. G. ADMINISTRATIVE ORDER [REDACTED]

ORGANIZATION AND FUNCTIONS OF THE PERSONNEL DIVISION

STATINTL

Reference: Changes 4 to CIG Administrative Order  
[REDACTED] dated 3 September 1946

STATINTL

1. ORGANIZATION

There has been established, within the Administrative and Personnel Branch, a Personnel Division to be responsible for all personnel management functions and programs of CIG. There is hereby established within the Personnel Division the following operating Sections:

- (a) Classification and Salary Administration Section (activated)
- (b) Medical Services Section (activated)
- (c) Procurement and Assessment Section (activated)
- (d) Transactions and Records Section (activated)
- (e) Training Section (to be activated)
- (f) Headquarters and Headquarters Detachment (to be activated)
- (g) Naval Command (to be activated)
- (h) Employee Relations Section (to be activated)

2. RESPONSIBILITIES

Herewith are established the functions and responsibilities of the above Sections:

(a) Classification and Salary Administration Section:

(1) Evaluate the assignment of duties and responsibilities in connection with the establishment and classification of positions in the departmental and field service, in accordance with the provisions of the Classification Act of 1923, as amended.

(2) Establish and maintain formal written allocation standards and specifications of the duties and responsibilities of positions.

(3) Plan and effect a salary administration program, with special emphasis on excepted and unvouchered positions.

(4) Prepares studies and analysis of the utilization of personnel for use in connection with organizational problems.

(b) Medical Services Section:

- (1) Develop and operate an employees' health program.
- (2) Provide complete medical services for employees including physical examination and x-ray, and the treatment of illnesses and injuries incurred in line of duty.
- (3) Operate dispensaries and emergency rooms.

(c) Procurement and Assessment Section:

- (1) Procure and assign personnel required for domestic and foreign operations, including military and naval personnel. Liaison with the War Department and Navy Department on the procurement of service personnel.
- (2) Assist operating officials in the establishment of qualification criteria.
- (3) Serve as liaison with personnel procurement sources.
- (4) Plan, organize and conduct psychological assessment programs to evaluate the abilities and qualifications of employees and applicants.

(d) Transaction and Records Section:

- (1) Certify, post, file and maintain all personnel files and records.
- (2) Control the processing of all personnel actions and documents pertaining to domestic and foreign employees.
- (3) Apply current Civil Service Rules and Regulations in the execution and processing of personnel actions and documents.

(e) Training Section:

- (1) Organize and conduct orientation, on-the-job training and post-employment programs for foreign and domestic employees.
- (2) Plan and execute the orientation program for employees.
- (3) Prepare training and procedural manuals for all types of personnel, including stenographic and clerical.

(f) Headquarters and Headquarters Detachment:

(1) Conduct administrative activities affecting all military personnel assigned for duty.

(2) Establish and maintain necessary personnel records and discipline, and install and maintain adequate stores of supplies and equipment required by military personnel, in accordance with military regulations.

(g) Naval Command:

(1) Conduct administrative activities affecting all naval personnel assigned for duty.


(2) Establish and maintain necessary personnel records and discipline, and install and maintain adequate stores of supplies and equipment required by naval personnel, in accordance with naval regulations.

(h) Employee Relations Section:

(1) Serve as liaison between the employee and the operating officials in connection with employee adjustments. Recommend remedial action in morale cases involving the agency and the employee.

(2) Conduct the efficiency rating program, in accordance with Civil Service rules and regulations.

(3) Plan and conduct welfare activities and serve as liaison with credit unions, hospitalization and insurance organizations, organizational drives and promotional activities.

  
Colonel, CAC  
Executive for Personnel  
and Administration

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